Dear Candidate Name:

Welcome! In order to get you set up in payroll with an anticipated start date of Date, please read the following carefully so we have no delays in getting you ready to begin your employment with Company Name. Please note that you cannot start working until all paperwork has been returned and all required background checks, drug tests, and references have been completed satisfactorily. I have attached the following documents for you to review, complete, and return. You can fax them to me at fax number or scan and email to my email address at email address.

**Background Consent Forms:** A background check is required for this position. Please complete and return as soon as possible.

**Drug Test:** Attached you will find the registration form you need to take your drug test.

**Employment Application: (if not previously completed)** Please complete all sections.

**Offer Letter:** Please review, sign, and return.

**Emergency Contact Form:** This has all contact and emergency information we will need.

**Direct Deposit Form:** You can direct deposit up to X accounts. Please attach a blank voided check to ensure all numbers are correct. If you do not have a check, please request a form from your bank verifying the routing number and account number.

**Federal & State Tax Forms:** Please complete and return.

**I9 Form**: Please complete Section 1 only and provide supporting documents. We will complete the rest of the form. Attached is a list of acceptable documents.

**Benefits Guide:** Please review our benefits guide.

**Payroll/Timesheet Schedule:**  This is for you to keep. You will be paid every XXXX, one week in arrears.

Please do not hesitate to contact me if you have any questions! I look forward to working with you.